DEFINITION

The Weekly Work Schedule defines all work orders that Maintenance Technicians will undertake during the following week.

The Weekly Work Schedule is a target list of work from the collective view of Operations, Maintenance, Engineering, Environmental, and other departments. As such, it is an agreement among all involved personnel from these departments regarding the work that Maintenance Technicians should target in the coming week.

PURPOSE

The Weekly Work Schedule is used to allocate (or balance) available labor resources among the various areas in the facility. Thus, the work schedule must be based on the availability of labor resources and on what work is ready to schedule. The work schedule should allocate at least 100% of available trade resources.

RESPONSIBILITY

The Maintenance Scheduler is responsible for creating a proposed Weekly Work Schedule and finalizing the schedule after the Weekly Scheduling Meeting.

TIMING

The Weekly Work Schedule is prepared by the Thursday of the preceding week.

LOCATION

The Weekly Work Schedule is created in the EAM system and posted to shared folder on the network.

REQUIREMENTS

Preparing the Weekly Work Schedule

Note: The EAM system can be used to define Daily and Weekly Work Schedules.

The Maintenance Scheduler will produce a proposed list of work to be done the following week, including an estimated start date for each work order. This list of work will account for a maximum 100% of manpower available for that week by trade, based on the Resource Availability Schedule for the week.

Creating a Proposed Work Schedule

1. Throughout the week, the Maintenance Scheduler will receive input about work to be done from the Daily Approval Meeting, phone requests, and other sources. From this information, and from conversations with the Operations Maintenance Coordinator and the Maintenance Supervisor, the Maintenance Scheduler will glean a sense of what work is urgent and what can wait.

2. Next, the Maintenance Scheduler will obtain the latest information on available manpower (trade / crew) for the following week, as listed in the Resource Availability Schedule. This schedule takes into account vacations, training, holidays, (known) sick leave, light duty, regular days off, and so on. The Maintenance Scheduler will obtain the Resource Availability Schedule for the following week from the Maintenance Supervisor no later than 3:30 p.m. each Monday.

3. Once the Maintenance Scheduler has collected this information, he/she will go to the Ready-to-Schedule Backlog and compile a list of work to be done, equal to the available manpower, for the following week. Since the Maintenance Scheduler does not schedule Emergency work, he/she will build the schedule only from the Ready-to-Schedule Backlog.

4. The Maintenance Scheduler will list work by type, in the following order:

    - Safety Work / Governmental Work / Regulatory Work (if required by a given date)
    - carryovers from the current week
    - PM / PdM work
    - Routine work

    Note: The Maintenance Supervisor and Operations Maintenance Coordinator will use this same rationale in preparing the Daily Work Schedule, subject to equipment availability and production schedules.

5. The Maintenance Scheduler will continue to list work until all available manpower has been accounted for.

6. In order to create a realistic schedule, the Maintenance Scheduler will categorize work by three additional factors during the Resource Coordination Meeting:

    - work that can be done “on the run”
    - work related to any planned upcoming downtime
    - work waiting on an anticipated downtime opportunity window

    Note: There are two keys to achieving a good compliance rate on work waiting on anticipated downtime. The first is good communication and commitment from Operations. The second is persistent notification from Maintenance that this work needs to be done before it turns into an Urgent work order or becomes an emergency.

7. This prioritized list of work orders will be the main topic of discussion for the Weekly Scheduling Meeting. The list will be modified, as needed, by input from that meeting.

The Weekly Scheduling Meeting

Key personnel from Maintenance, Operations, Engineering, Environmental, and other functional areas that will require maintenance resources (as needed) will hold a Weekly Scheduling Meeting each Thursday for approximately 30–45 minutes to develop the final Weekly Work Schedule for the following week.

Note: This may be done as an adjunct to the normal Daily Scheduling Meeting.

This meeting is the time for Operations, Engineering, Environmental, and other functional areas to provide any additional input regarding specific work needs and priorities. The goal of the Weekly Scheduling Meeting is to ensure that the correct amount and type of work is scheduled for the upcoming week, that the week is at a minimum 100% scheduled, and that the most important work is given priority. Work will be prioritized in the following order: Safety, Environmental, and Reliability.

Prior to the meeting, the Maintenance Scheduler will provide all attendees with a preliminary copy of the proposed work schedule. All attendees should review and prioritize this preliminary list.

The Maintenance Scheduler should communicate extensively with all involved personnel leading up to this meeting so that there will be no surprises on the work schedule. With proper preparation, the attendees should reach a consensus relatively easily. The 30- to 45-minute timeframe should be more than enough to reach final agreement on the list of work. Once an agreement is reached, all involved personnel will agree to abide by the completed work schedule as much as possible, or at least as much as good, sound business sense dictates.

Finalizing and Implementing the Weekly Work Schedule

1. Following the Weekly Scheduling Meeting, the Maintenance Scheduler will update the agreed-upon list of work into a final list, which will comprise the Weekly Work Schedule.

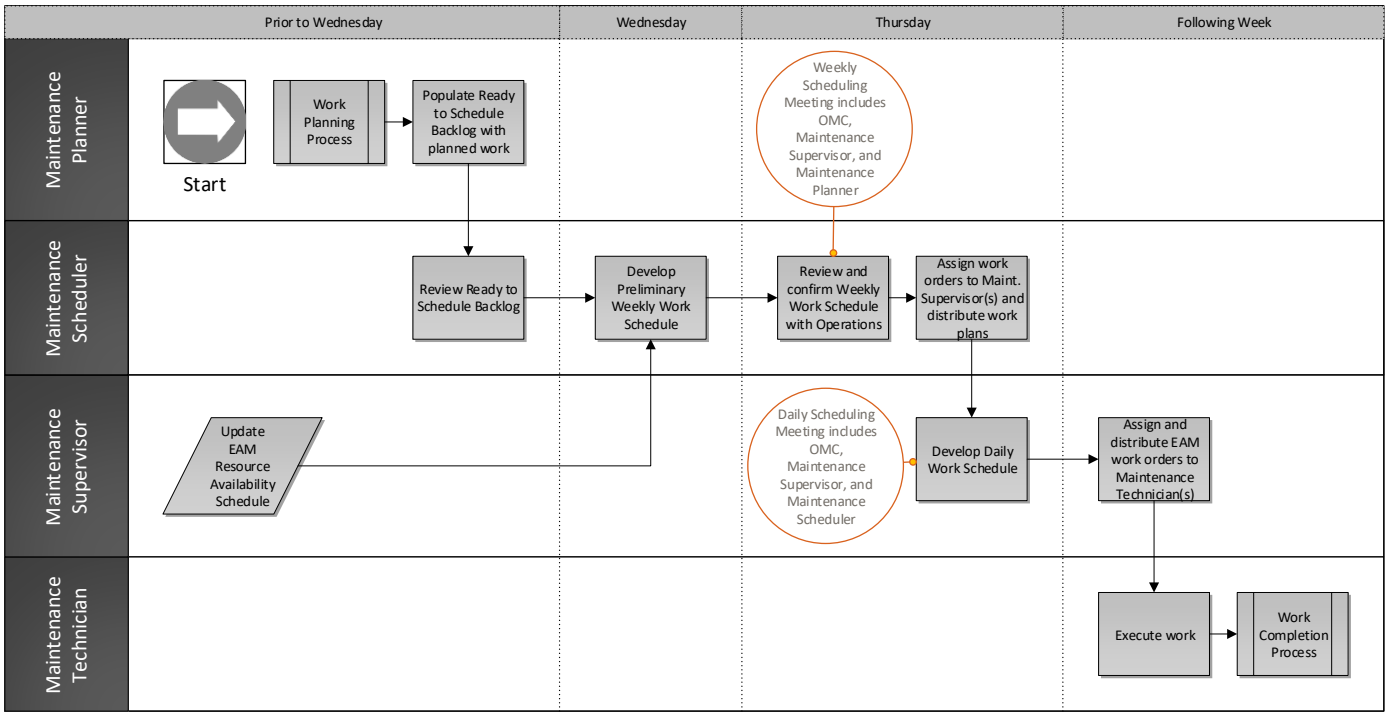
   Note: This list of work will also be used as the basis for calculating schedule compliance.

2. The Maintenance Scheduler will then assign appropriate work plans for all work on the finalized Weekly Work Schedule to the Maintenance Supervisor(s). These assignments may be discussed as needed.

3. The Maintenance Supervisor(s) will use the assigned work orders to develop Daily Work Schedules. The Maintenance Supervisor(s) and Operations Maintenance Coordinator should review the daily schedules, depending on the availability of resources such as manpower, equipment availability, facility downtime, and other opportunities, resources, or constraints.

   Note: The availability of parts is not mentioned in the above list. That is because, under the definition of Ready-to-Schedule Work from the Backlog, no work is scheduled on the Weekly Work Schedule until it has been completely planned (in other words, until all parts are in the storeroom and/or on site).

PROCESS



PROCEDURE

Responsibility	Activity	Reference
Maintenance Scheduler	1. By Wednesday afternoon, draft Preliminary Weekly Work Schedule, including: • Mechanical Schedule; • Electrical and Instrument Schedule; • other schedules, if needed. *Note: Scheduled week should be for seven days—Sunday through Saturday of following week.*	
Maintenance Supervisor	1. Review Preliminary Weekly Work Schedule for reasonableness.	
Maintenance Scheduler	1. Hold Weekly Scheduling Meeting each Thursday afternoon to define the following week's work.	Weekly Scheduling Meeting Agenda

Responsibility	Activity	Reference
Maintenance Supervisor Operations Maintenance Coordinator	*Note: If there are unresolved resource or balancing issues, the Maintenance Supervisor and Maintenance Scheduler should resolve them, as much as possible, before Thursday's Weekly Scheduling Meeting.*	Resource Availability Schedule Resource Coordination
Maintenance Scheduler	1. After the Weekly Scheduling Meeting, update final Weekly Work Schedule based on input from Weekly Scheduling Meeting, resolving any scheduling conflicts as needed. 2. Distribute final Weekly Work Schedule. This schedule is developed as one schedule but must be sorted by areas or departments, and by mechanical or electrical work. 3. Assign work plans to Maintenance Supervisor for all scheduled work.	Sample Weekly Work Schedule